

ACTION PLAN

Event/Project Title: 8th Grade Closing **Event/Project Deadline:** end June
Chairperson(s): _____

| General Task/ Desc. of Activity | Location | Steps to Completion | Others Responsible | School Contacts | Materials, with Cost | Done? Y/N | Notes (ex, modification ideas) |
|------------------------------------|----------|--|---------------------------|---------------------------|-------------------------|--------------|-----------------------------------|
| Planning | | 1. Advance planning with MMSA Hospitality Chair and MMS Administration to determine specific responsibilities for each. | Hospitality Chair | Principal | | | April, once date is set. |
| | | 2. Coordinate specifics of ceremony with above parties and MMS staff, including: a. refreshments from parents 1. baked goods 2. bev (h & c) b. decorations c. flowers d. paper goods utensils e. other concerns | Hospitality Chair | Principal Gr 8 Team | \$425 | | May/June |
| Serving | MMS Caf | 3. Arrange for MMSA members to serve refreshments and perform other necessary duties | Hospitality Chair MMSA | MMSA Q-Notify | | | May/June |
| | | 4. Monitor the ceremony | | MMSA | | | June (at ceremony) |
| Set-up/Clean-up | MMS Caf | 5. Arrange for set-up and clean-up (as needed) | Hospitality Chair MMSA | MMSA | | | June |
| Report | | 6. Report to the MMSA Executive Board on activity | | MMSA | | | Next MMSA meeting (Fall) |

